



## Navy Region, Mid-Atlantic Safety Office

Naval Amphibious Base  
Little Creek



## SAFETY ADVISOR December 2005



The Navy Region, Mid-Atlantic Public Safety, Little Creek Safety Office publishes the Safety Advisor and widest dissemination within your organization is encouraged. Please post on official bulletin boards and route to your staff.

### Safety through the Holidays

As the holidays approach we all begin to think about the Christmas and New Years break. But, remember accidents don't take holidays!

Statistics show there are increased seasonal risks therefore it is all the more important to remain focused on personal safety. Keep in mind the others who might be affected by your actions, co-workers, family members and friends. This becomes even more important in the days leading up to, during, and after the holiday breaks.

#### **Remember to STOP & TAKE 5!**

**Before the break** – It is nice to look forward to forthcoming festivities but don't be distracted from working safely.

**During the break** – Time to forget about work for a while, and relax, but remain alert to hazards at home, on the road or while out and about.

**After the break** – You may have made, and broken, many resolutions but make a firm decision to return to work **SAFELY!**



**There is nothing complicated about it, in fact, it's as easy as A B C:**

**Avoid Becoming Complacent !!!**



### Keeping Warm at Work

As the weather shifts to cooler more seasonal temperatures many of you will begin to pull out the space heaters to stay warm. The COMNAVREGMIDLANT/SOPA(ADMIN)HRINST 11320.11 Fire Prevention and Protection Regulations provide the following guidance for portable space heaters:

- \* All heat producing appliances used will be either U.L. Listed (Underwriters' Laboratories) or F.M. (Factory Mutual Laboratories) approved
- \* Electric space heaters will be equipped with a thermostat and tip-over safety shut-off switch
- \* Portable heaters will be designed and located so that they cannot be easily overturned
- \* The use of open flame type or direct-fired portable heaters is prohibited

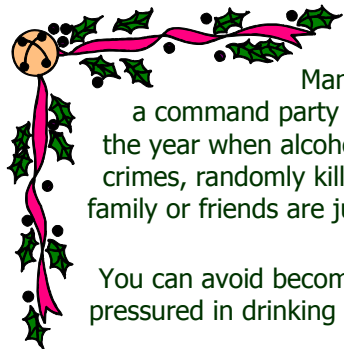


The National Fire Protection Association (NFPA) provided the following additional tips for supplemental heating devices in a November 2005 News Release:

[Heating equipment can be used safely](#) if you follow these recommendations from NFPA:

- \* When buying a new space heater, make sure it carries the mark of an independent testing laboratory, and be sure to have fixed space heaters installed by a qualified technician, according to manufacturer's instructions or applicable codes. Or make sure a qualified technician checks to see that the unit has been properly installed.
- \* Keep or maintain a 36-inch clearance between space heaters and anything that can burn.
- \* Have wood and coal stoves, fireplaces, chimneys, chimney connectors and all other solid-fueled heating equipment inspected annually by a professional, and cleaned as often as inspections suggest. Use only wood that is properly seasoned to reduce creosote build-up.
- \* Make sure your fireplace has a sturdy screen to prevent sparks from flying into the room. Allow fireplace and woodstove ashes to cool before disposing in a metal container.
- \* Have any gas-fueled heating device installed with proper attention to ventilation. If unvented gas space heaters are used in bedrooms or bathrooms, make sure they are small and well-mounted. NFPA codes prohibit use of liquefied petroleum gas heaters with self-contained fuel supplies.
- \* Test smoke alarms monthly; install a carbon monoxide alarm in a central location outside each sleeping area.

### Over the river, and through the woods...

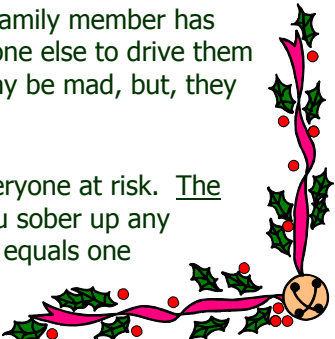


Many of us will be traveling during the holidays. Whether you are visiting with family, attending a command party or a get-together with friends, everyone wants to have a good time. This is also the time of the year when alcohol seems to flow a little more freely. Impaired driving is one of the most-often committed crimes, randomly killing someone in America every 30 minutes and 40 people per day. That means you; your family or friends are just as likely to be the victim of an impaired driver.

You can avoid becoming an accident or DUI statistic by using good ole' fashion common sense. Don't be pressured in drinking and don't drive if you have been drinking. If you are at a party, arrange an alternative

means to get home. Call a cab or find a designated driver if you are intoxicated. If a friend or family member has had too much to drink enlist the help of others to convince them not to drive; arrange for someone else to drive them home, or if you cannot convince them not to drive, then take the keys and hide them. They may be mad, but, they will appreciate your efforts later.

If you have been drinking your ability to react to simple distractions and road hazards places everyone at risk. The only cure for intoxication is time. Eating food, drinking coffee, or taking a shower won't help you sober up any quicker. Alcohol is eliminated from the body at the rate of about one drink per hour. One drink equals one ounce of pure ethyl alcohol. One 12 oz. beer, one 5 oz. glass of wine or a shot of liquor each contains about the same amount of alcohol. Please remember, local law-enforcement agencies will be out with more frequent sobriety checkpoints, **If you drink and drive, you lose!**



### Holiday Decoration Safety Tips

#### TREES

Many artificial trees are fire resistant. If you buy one, look for a statement specifying this protection.

A fresh tree will stay green longer and be less of a fire hazard than a dry tree. To check for freshness, remember:

- A fresh tree is green.
- Fresh needles are hard to pull from branches.
- When bent between your fingers, fresh needles do not break.
- The trunk butt of a fresh tree is sticky with resin.
- When the trunk of a tree is bounced on the ground, a shower of falling needles shows that tree is too dry.
- Commands, barracks, and other on base locations should check with the Fire Prevention Office before setting up a fresh tree. Some buildings on base are restricted from using fresh trees.



Place tree away from fireplaces, radiators and other heat sources. Heated rooms dry trees out rapidly, creating fire hazards. Remove decorations and trees after about 7 days or at the first sign they are drying out.

Cut off about two inches of the trunk to expose fresh wood for better water absorption. Trim away branches as necessary to set tree trunk in the base of a sturdy, water-holding stand with wide spread feet. Keep the stand filled with water while the tree is indoors.

Place the tree out of the way of traffic and do not block doorways. Use thin guy-wires to secure a large tree to walls or ceiling. These wires are almost invisible.

### **"SNOW"**

Artificial snow sprays can irritate lungs if inhaled. To avoid injury, read container labels; follow directions carefully.



### **LIGHTS**

Indoors or outside, use only lights that have been tested for safety. Identify these by the label from an independent testing laboratory.

Check each set of lights, new or old, for broken or cracked sockets, frayed or bare wires, or loose connections. Discard damaged sets or repair them before using. If you find broken strings, do not attempt to repair, throw them away.

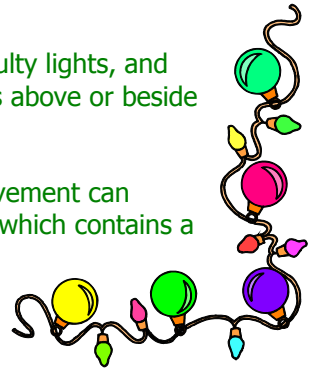
Fasten outdoor lights securely to trees, house, walls or other firm support to protect from wind damage.

Use no more than three standard-size sets of lights per single extension cord. Be careful not to overload electrical outlets.

Turn off all lights on trees and other decorations when you go to bed or leave the house. Lights could short and start a fire. Never string lights behind drapes or under carpets.

Never use electric lights on a metallic tree. The tree can become charged with electricity from faulty lights, and any person touching a branch could be electrocuted! To avoid this danger, use colored spotlights above or beside a tree, never fastened onto it!

Keep "bubbling" lights away from children. These lights with their bright colors and bubbling movement can tempt curious children to break candle-shaped glass, which can cut, and attempt to drink liquid, which contains a hazardous chemical.



### **CANDLES**

Never use lighted candles on a tree or near other evergreens. Always use sturdy non-flammable holders. Keep candles away from other decorations and wrapping paper. Place candles where they cannot be knocked down or blown over.



### **TRIMMINGS**

Use only non-combustible or flame-resistant materials.

Wear gloves while decorating with spun glass "angel hair" to avoid irritation to eyes and skin. Choose tinsel or artificial icicles or plastic or non-leaded metals. Leaded materials are hazardous if ingested by children.

In homes with small children, take special care to:

- *Avoid decorations that are sharp or breakable.*



- *Keep trimmings with small removable parts out of the reach of children. Pieces could be swallowed or inhaled.*
- *Avoid trimmings that resemble candy or food. A child could eat them!*

### **FIRE PLACES**



Before lighting any fire, remove all greens, boughs, papers, and other decorations from fireplace area. Check to see that flue is open. Keep a screen before the fireplace all the time a fire is burning.

Use care with "fire salts" which produce colored flames when thrown on wood fires. They contain heavy metals that can cause intense gastrointestinal irritation or vomiting if eaten. Keep away from children.

### **PAPER**

When making paper decorations, look for materials labeled non-combustible or flame-resistant.

Never place trimming near open flames or electrical connections.

Remove all wrapping papers from tree and fireplace areas immediately after presents are opened.

Do not burn papers in the fireplace. A flash fire may result as wrappings ignite suddenly and burn intensely.



### **GENERAL RULES FOR HOLIDAY SAFETY**

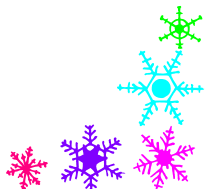


- Keep matches, lighters, and candles out of the reach of children.
- Avoid smoking near flammable decorations.
- Make an emergency plan to use if a fire breaks out anywhere in the home. See that each family member knows what to do. **PRACTICE THE PLAN!**
- Avoid wearing loose flowing clothes - particularly long, open sleeves - near open flames - such as those of a fireplace, stove, or candlelit table.
- Never burn candles near evergreens. Burning evergreens in the fireplace can also be hazardous. When dry, greens burn like tinder. Flames can flare out of control, and send sparks flying into a room, or up the chimney to ignite creosote deposits.
- Plan for safety. Remember, there is no substitute for common sense. Look for and eliminate potential danger spots near candles, fireplaces, trees, and/or electrical connections.

### **Scheduled Safety Training Classes**

The following Training Classes are scheduled:

- **Motorcycle Safety**
  - 12-13 December 2005
  - 30-31 January 2006
  - 27-28 February 2006
  - 27-28 March 2006
  - For Registration form & procedures, visit our website at <http://www.nasocceana.navy.mil/Safety/lc/Motorcycle/motorcycletrainingcourse.htm>
- **AAA Driver Improvement Program:**
  - 14 December 2005
  - 25 January 2006
  - 22 February 2006
  - Classes are generally conducted at 0700 on the last Wednesday of each month or as requested.
  - To register call 462-2197 or 462-2199 or visit our web site at: <http://www.nasocceana.navy.mil/Safety/lc/Traffic/dip.htm>



## Travel Tips

### Common Sense is not Always Common....

Have you planned your trip? Taking time to do this will help service members, commanders, and other leaders ensure drivers and vehicles are safe prior to departure and that the trip has been sufficiently planned (time, rest stops, alternate drivers, anticipated weather conditions) to get safely to the destination and back.



**AUTOMOBILE: Is your car worthy of the task ahead?** How are your brakes, wiper blades, lights, tires, horn, state inspection, etc. NAS Oceana, Naval Station Norfolk, and the Norfolk Naval Shipyard have garages with stalls, lifts, engine overhaul storage stands, tire changer, wheel balancing and other related capabilities. Call for hours & availability: Oceana - 433-3403, Naval Station - 444-1534, and Norfolk Naval Shipyard - 396-5871.

**WEATHER:** Is there the possibility of adverse weather conditions? Yes \_\_\_\_ No \_\_\_\_

**LICENSE/INSURANCE:** Is service member's driver's license and car insurance coverage up to date? Yes \_\_\_\_ No \_\_\_\_



**FATIGUE:** The Navy/Marine Corps permits 350 miles per day for PCS or TDY travel. Off-duty drivers should plan on no more than 8 hours on the road per day. Drivers should plan for at least a 15-minute rest stop every 2 hours.

**SPEED:** It takes the average driver 1.5 seconds to react to a hazard. At 60 mph, it will take you almost half the length of a football field just to react to a hazard... then you have to take corrective action.



**ALCOHOL:** A person's blood alcohol concentration (BAC) can be well below the intoxication level and still cause impairment. For a 160-180-pound person, one beer consumed in one hour will result in a BAC of .01-.02 percent. Inhibitions will be lessened and judgment will begin to be affected. A 12 ounce beer = 1.5 ounce of liquor (80 proof) = 5 ounces of wine.

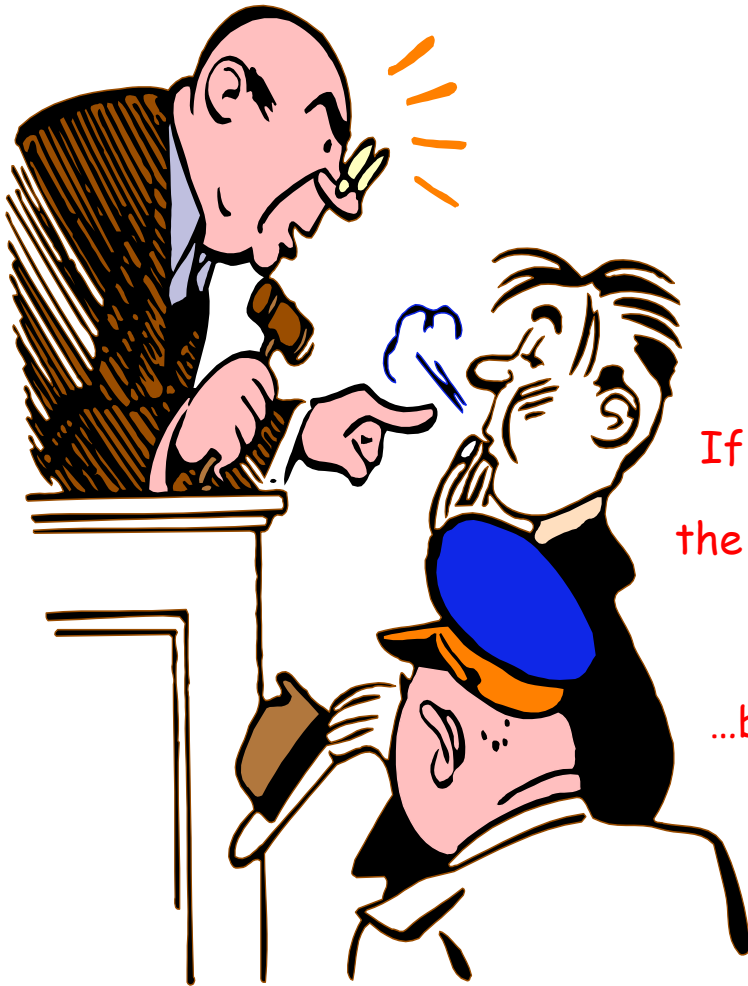
**UNSCHEDULED DELAY:** Does service member know procedure to follow to avoid hurrying in case of an emergency or unscheduled delay (Leave/Liberty Statement)?



**DRIVER RISK- ASSESSMENT SURVEY-** Provides an effective risk management tool for a supervisor to determine a service member's risk level. To be filled out by the service member and discussed with the supervisor. *Information or statements made to the supervisor concerning items on this form CANNOT be used in any adverse proceeding, administrative or criminal.* If a service member has 10 or more points, the service member has a greater than average risk for a traffic mishap. The supervisor should work with the service member to reduce the risk factors. Supervisor will discuss completed form results with service member and may discuss results with the chain of command for the purpose of the service member welfare. A record may be made of counseling, however recommend gross score/result or "low, medium, or high" risk levels be recorded in lieu of answers to particular questions. Form is property of service member and will not be retained by command or supervisor.

Category	Criteria	Possible Points	Actual Points
1. Age	25 years or younger	1	
	26 years and older	0	
2. Pay grade	E-5 and below	1	
	E-6 and above	0	
3. Gender	Male	1	
	Female	0	
4. Married	Single	1	
	Married	0	
5. Driving Record	1 or more moving violations last 12 months	1	
6. Time since deployment	Deployed over 30 days and home less than 30 days	2	
	Otherwise	0	
7. Distance to travel	Less than 500 miles	0	
	500 miles thru 1000 miles	1	
	Over 1000 miles	2	
8. Incidents of Alcohol abuse	Yes- per incident	4 points each	
9. Ratio of travel days to total leave	1-4	1	
	Greater than 1-4	2	
10. Rest prior to departure	Less than 8 hours	1	
11. Hour of return to duty section	Less than 12 hours prior to next work day	1	
12. Driving alone	Yes	1	
13. Personal stressors	Marital troubles, death in family, career decision looming	1 point each	
14. Motorcycle travel	Travel by motorcycle	1	
15. Traveling during holiday periods	Yes	1	
		Total	





## Final Note

If you don't supervise your own driving,  
the local police will supervise it for you...

...but they charge a fee for the service

(\$5000 - \$20,000 1<sup>st</sup> Offense)



### *Closing Thoughts....*

*It's the Holiday Season again. Many of our military and civilian members are away from home keeping our country safe. To those fine men and women we say, "Thank you", and we want you to know that we are thinking about you. Your job is tough. It often requires your full attention to keep from having an accident. We know we want to think of our loved ones, but save it for our off-duty hours. After all, those who care so much about us wouldn't want to be the one distraction, which leads to a mishap. Take care of yourself; whether you're away or at home, and let us all come back next year alive and well*

*Thanks to everyone who contributed to this month's Safety Advisor  
We wish all of you a safe and Happy Holiday Season*

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## IMPORTANT DATES

### DECEMBER

3D Month—National Drunk & Drugged Driving Prevention Month

<http://www.nhtsa.gov>



**Web Enabled  
Safety System**

**WESS**



*PHOTO CREDITS: USS Theodore Roosevelt's (CVN-71) medical staff conduct medical assistance training on simulated injuries during a casualty drill. United States Navy photo/Photographer's Mate 3rd Class Phillip A Nickerson, Jr.*

## WEB ENABLED SAFETY SYSTEM (WESS 2)— MISHAP INVESTIGATION REPORTING

In compliance with Federal regulations and as part of its Occupational Safety & Health program, the Department of the Navy requires investigation and reporting of mishaps to help identify causes and preventive actions. Accurate records can be analyzed to discover trends, conduct analyses, and assess the effectiveness of measures put in place to prevent further mishaps.

The DON's Web Enabled Safety System 2 (WESS 2), created at the Naval Safety Center, simplifies field and fleet mishap and hazard-reporting procedures and safety data analysis. WESS 2 captures mishap reports and identifies the who, what, when, where, how, and why of mishaps and hazards. It allows users to enter mishap and hazard notifications, route them through the proper releasing chain for validation, and electronically submit them to the Naval Safety Center. The Safety Center stores the information in a consolidated database available for retrieval. WESS 2 users are able to access a variety of mishap data including

shore, afloat, ground, aviation, work-related illnesses and injuries, home and recreational, motor vehicle, diving, helo rope suspension techniques, cargo air drop, parachuting, combat zone, and aviation/non-aviation explosive mishaps. The answers to questions about Navy and Marine Corps mishaps or recurring hazards are available in real time data, enabling users to compare past safety records for trends. WESS 2 is a powerful tool for safety personnel as they manage their mishaps for prevention.

### RESOURCES

#### WESS 2 Reporting System

<http://simsweb.safetycenter.navy.mil> (military only)

#### Introduction to WESS 2

<http://www.safetycenter.navy.mil/wess/default.htm>